

JOIN THE TEAM THAT KEEPS AMERICA WORKING

Consider a career that counts. A career in which you can help make a meaningful difference in the quality of life in America. A career with the U.S. Department of Labor.

The scope of our influence is awesome. Over a dozen different agencies with varied activities affecting the lives of virtually everyone in America. A chance for an ambitious person to grow professionally and contribute to the nation's industrial growth as well.

How does our Department keep America working and how can you fit in? Here's just a sample of some of our programs and our hiring needs:

- * We collect, analyze and publish information about the work force, employment, unemployment, occupational outlook, wages and salaries, working hours, industrial relations, prices, productivity, economic growth and job safety and health. (**Bureau of Labor Statistics**)
HIRING NEEDS -- Economist, Mathematical Statistician, and Computer Programmer.
- * We design and oversee the administration of major programs to train unskilled, unemployed, underemployed, economically disadvantaged, youth, or dislocated workers and monitor state employment offices and unemployment insurance programs to ensure compliance with Federal guidelines. (**Employment and Training Administration**)
HIRING NEEDS -- Manpower Development Specialist, Unemployment Insurance Program Specialist, Contract Specialist, Economist and Program Analyst.
- * We enforce labor laws that guarantee equal employment opportunity and fair compensation for American workers. We pay workers' compensation to Federal employees who are victims of work related injury or illness. (**Employment Standards Administration**)
HIRING NEEDS -- Wage and Hour Compliance Specialist, Equal Opportunity Specialist, Workers' Compensation Claims Examiner and Salary and Wage Specialist.
- * We help make the American workplace as safe and healthful as possible for over 79 million workers at over 4.6 million worksites (**Occupational Safety and Health Administration**)
HIRING NEEDS -- Industrial Hygienist, Safety Engineer, Safety and Occupational Health Specialist and Economist.
- * We issue and enforce mine safety and health standards to prevent needless death, injuries, and illnesses in the mines. (**Mine Safety and Health Administration**)
HIRING NEEDS -- Mining Engineer, and Mine Safety and Health Inspector/Specialist.

- * We provide internal administrative leadership in areas including budget, personnel, financial planning and data processing. (**Office of the Assistant Secretary for Administration and Management**)
 - HIRING NEEDS** -- Accountant/Auditor, Budget Analyst, Computer Programmer/Analyst, Contract/Procurement Specialist, Personnel Management Specialist, Management Analyst, and Program Analyst.

- * We review union financial records and investigate alleged misuse of funds. (**Office of Labor-Management Standards**)
 - HIRING NEED** -- Investigator (Labor)

- * We conduct investigations relating to fraud, waste, and abuse in administering Department programs as well as audit Department programs in order to determine financial compliance, economy, efficiency, and program results. (**Office of the Inspector General**)
 - HIRING NEEDS** -- Criminal Investigator and Auditor.

- * We provide a full range of legal services to the Department and administer more than 130 Federal labor laws affecting workers in the U.S. (**Office of the Solicitor**)
 - HIRING NEEDS** -- Attorney, Law Clerk, and Legal Clerk and Technician.

- * We enforce the standards designed to protect more than \$1 trillion in pension and other benefits. (**Pension and Welfare Benefits Administration**)
 - HIRING NEEDS** -- Investigator (Pension) and Employee Benefit Plan Specialist.

- * We encourage cooperation between labor and management to improve productivity and enhance the quality of work life. (**Bureau of Labor-Management Relations and Cooperative Programs**)
 - HIRING NEED** -- Industrial Relations Specialist.

- * We work to formulate international economic and trade policies affecting American workers, help administer the U.S. labor attaché program, carry out overseas technical assistance projects and represent the U.S. in multilateral and bilateral trade negotiations and with various international organizations.. (**Bureau of International Labor Affairs**)
 - HIRING NEEDS** -- International Economist, Labor Economist, and Manpower Development Advisor/International.

- * We develop Departmental policy, provide legal services to DOL officials, participate in the adjudicative hearing process, decide appeals, and coordinate congressional, public and intergovernmental affairs. (**Office of the Secretary**)
 - HIRING NEEDS** -- Attorney-Advisor, Legal Clerk and Technician, Writer/Editor and Public Affairs Specialist.

- * We promote training and employment programs for veterans and provide technical assistance to ensure that state employment and training services are provided with preference for veterans. (**Veteran's Employment and Training Service**)
 - HIRING NEEDS** -- Veterans Employment Specialist and Veterans Program Specialist.

- * We promote the welfare of women workers by exploring ways to expand training and employment opportunities. (Women's Bureau)
HIRING NEEDS -- Social Science Analyst and Equal Opportunity Specialist.

As you can see, career opportunities at the Department of Labor (DOL) are many and varied. They include professional, technician-type, and clerical positions. The following information will also be helpful to you:

- * **WHERE VACANCIES OCCUR** - DOL employment opportunities exist in the Washington DC area and in field and regional offices throughout the country. Refer to the "Major Professional Career Paths" chart for primary geographical availability.
- * **QUALIFICATIONS** - Specific education and experience requirements vary with the many occupational areas. To find out where you might fit in at DOL, look up our college major on the "Major Professional Career Paths" chart. It will show you the DOL occupations which may interest you. This chart provides an indication of the most appropriate background for each occupation. Government jobs are classified by grade levels based on each job's level of difficulty and responsibility. Salaries correspond to the grades; the higher the grade level, the higher the salary.
- * **CITIZENSHIP** -- With few exceptions, employees in DOL must be U.S. citizens.
- * **COMPETITIVE SERVICE** -- Most positions in DOL are in the competitive civil service. This means that people applying for them compete with other applicants and must be evaluated by the Office of Personnel Management (OPM) or by DOL under delegated authority to examine.
- * **EXCEPTED SERVICE** -- Some specific occupations (such as attorneys) are excepted from OPM competitive service procedures and are in the excepted service. You would apply directly to DOL to compete for these positions.
- * **HOW YOU CAN ENTER THE SYSTEM** -- Depending on the kind of job applied for, you will apply either to the Office of Personnel Management (OPM) or directly to the Department of Labor. The DOL personnel office or OPM can tell you whether eligibility in an examination is required and where to apply.

The DOL Job Opportunity Bank System (JOBS) can give you current information by telephone about DOL vacancies. In the Washington Metropolitan information area, call 523-6646. Outside of Washington, Federal employees call FTS-523-6646, all others dial toll free 1-800-366-2753.

OPM maintains Federal Job Information Centers or area offices in several major metropolitan areas across the country and can give you the application forms for the OPM examinations. They are listed under "U.S. Government" in the blue pages of local phone directories. For a nominal charge, you may call the OPM College Hotline on 900-990-9200. In addition, Federal job opportunities are posted in State Job Service (State Employment Security) Offices.

If you are applying for an OPM announcement and a written test is required, you will get a notice in the mail telling you the date, place and time of the test. The test will be job related and is designed to test your ability to do the job or to learn how to do it. After OPM scores the test, you will receive a notice of your rating and, if eligible, your name will be placed on a register according to your score. OPM applies veterans preference to the scores, refers applicants in score order, and supplies candidate referrals for the entire Federal service.

For vacancies handled by DOL, send your application directly to the Agency/Regional Personnel Office for rating.

Your chances of being hired depend on how fast vacancies are occurring in the area where you want to work, the number of applicants who want the same kind of job, and the salary level you will accept. Because DOL hiring needs vary from time to time and from one area to another, it is important to contact the DOL Agency/Regional Personnel Offices serving locations of your choice.

- * **THE ADMINISTRATIVE CAREERS WITH AMERICA (ACWA) EXAMINATIONS** -- One of the principal means of entering professional and administrative positions in DOL is through the OPM's ACWA examinations. Written tests are offered in six different occupational areas for over 100 different types of entry-level positions. You may apply for the ACWA examinations when you're within nine months of graduation from college, or upon completion of the qualifying academic courses or three years' work experience.

You may apply to take a written test in any of the following general occupational areas. The DOL occupations covered by ACWA are listed for each general occupational area. Refer to Part V. for a description of the DOL occupations.

- **Health, Safety and Environmental** (for Safety and Occupational Health Specialist positions)
- **Writing and Public Information** (for Public Affairs Specialist, Writer and Editor positions)
- **Business, Finance and Management** (for Unemployment Insurance Program Specialist, Budget Analyst, Employee Benefits Plan Specialist, Contract Specialist, and Wage and Hour Analyst positions)
- **Personnel, Administration and Computers** (for Manpower Development Specialist, Personnel Management Specialist, Personnel Staffing Specialist, Position Classification Specialist, Salary and Wage Administration Specialist, Employee Relations Specialist, Labor Relations Specialist, Employee Development Specialist, Computer Specialist (Trainee), Administrative Officer, Management Analyst, Program Analyst, and Vocational Development/Rehabilitation Specialist positions)
- **Benefits Review, Tax and Legal** (for Paralegal Specialist, and Workers' Compensation Claims Examiner positions)

- **Law Enforcement and Investigation** (for Wage and Hour Compliance Specialist and Criminal Investigator positions)

You may apply directly to DOL without taking a written test if you meet the Outstanding Scholar Provisions, i.e., a grade-point average of 3.5 or higher, on a 4.0 scale, for all undergraduate course work completed towards your bachelor's degree; or graduated in the upper ten percent of your undergraduate class of your college or university, or major college or university subdivision.

If you have Spanish language proficiency or knowledge of Hispanic culture and have passed the ACWA examination, you may be hired directly without further competition for ACWA positions that require such knowledge and ability.

- * **PRESIDENTIAL MANAGEMENT INTERN PROGRAM** -- The Presidential Management Intern Program provides a special means of entry into the Federal Service for recipients of graduate degrees related to the management or analysis of public policies and programs. Several hundred Interns are selected each year government-wide and DOL hires its share. Career development is emphasized and, as an Intern, you would be exposed to a variety of work assignments, seminars, discussions groups, career counseling and other activities. You can obtain additional information from the DOL personnel offices. Application materials may be obtained from the U.S. Office of Personnel Management, Presidential Management Intern Program, 1900 E Street, N.W., Washington, DC 20415.
- * **COOPERATIVE EDUCATION PROGRAM** -- Most DOL Agencies have co-op programs. In order to participate, your school must have a cooperative education working agreement with our Department. Contact your school's Cooperative Education Counselor or the Cooperative Education Program Coordinator at the DOL Agency or regional personnel office where you would like to work for detailed information.
- * **SUMMER EMPLOYMENT** -- Throughout DOL, there are limited numbers of summer positions in many areas of work including clerical, subprofessional, and technical positions. Applications must be submitted early. Additional information on summer jobs can be obtained from your local Federal Job Information Center.
- * **EMPLOYMENT OF VIETNAM ERA, POST VIETNAM ERA AND DISABLED VETERANS** -- Our Department is committed to providing employment and job advancement opportunities for qualified disabled, Vietnam and Post-Vietnam era veterans. The Veterans Readjustment Appointment program allows certain eligible Vietnam veterans and Post-Vietnam era veterans to be appointed noncompetitively to Federal civilian jobs which lead to competitive status and career or career-conditional tenure upon satisfactory completion of 2 years of service, education, or training. The noncompetitive hiring authority for 30 percent or more disabled veterans permits veterans to be hired noncompetitively for any position and grade level for which they qualify in the competitive service.

- * **EMPLOYMENT OF PEOPLE WITH DISABILITIES** -- It is our policy to give full consideration to the employment, placement, development and advancement of disabled persons. For further information on our selective placement programs, contact the DOL personnel offices.
- * **TRAINING OPPORTUNITIES** -- DOL realizes that training and development opportunities must be provided in order to retain able personnel and fill key career positions in the future. High quality training programs have been developed to provide interested employees with the opportunity to develop their abilities and skills, provide upward mobility of lower-level employees, and meet future leadership needs through management development. In order to permit employees to keep pace with rapidly changing technology, DOL also offers both classroom and self-instructional microcomputer training programs.
- * **WELLNESS PROGRAM** -- The DOL Wellness Program provides information and activities designed to improve the health, vitality and performance of the employees. Physical Fitness Centers are available to employees in the national office and several regional offices. Also offered are health education presentations, smoking cessation clinics, first aid training, health screening opportunities and professional counseling services.
- * **FLEXIBLE WORK SCHEDULES** -- Many DOL employees are better able to balance work and family responsibilities due to the availability of flexible work schedules.
- * **DEPENDENT CARE** - DOL is strongly committed to responding to the growing need for dependent care. The child care facility in the national office Frances Perkins Building is a model center which DOL is seeking to replicate in the field. Several regions are assisting DOL employees in finding elder care.
- * **BENEFITS** -- If you have not been employed by the Federal Government before, you will earn 13 days of annual and 13 days of sick leave per year and there are 10 paid holidays. Excellent health and life insurance plans and retirement benefits are available if you are permanent employee. Promotions are based on merit and proven performance. The Incentive Award Program endeavors to recognize superior performance through cash and honorary awards and special salary increases.
- * **EQUAL EMPLOYMENT OPPORTUNITY COMMITMENT** -- Selection will be made without regard to political, religious, or labor organization affiliation or non-affiliation; marital status; race; color; sex; national origin; non-disqualifying physical handicap; or age and shall be based solely on job-related criteria.
- * **HOW AND WHERE TO APPLY** -- Specific information requests about vacancies, salaries, qualification requirements, and how and where to apply should be directed to Agency personnel office addresses for Washington, DC jobs; or the regional personnel office for jobs outside of Washington, D.C.

**MAJOR PROFESSIONAL CAREER PATHS AT THE DEPARTMENT OF LABOR
AND THE REQUIRED COLLEGE MAJOR**

MAJORS:	OCCUPATIONS:	Statistician	Computer Specialist	Economist	Safety and Mining Engineers	Industrial Hygienist	Accountant/Auditor	Attorney	Investigator/Equal Opportunity Specialist	Wage/Hour Compliance	Workers' Comp. Specialist	Administrative/Budget/Program Analyst	Manpower Development Specialist	Safety Specialist	Contract Specialist
		•	•	•	•	•	•	•	•	•	•	•	•	•	•
Accounting							•								•
Computer Science		•													
Economics			•							•					•
Engineering		•		•	•									•	
Law							•	•							•
Mathematics		•	•							•				•	•
Physical/Biological Sciences					•									•	
Industrial Hygiene					•									•	
Statistics		•	•												•
Social Science									•	•	•				
Business Administration									•	•	•				•
Public Administration									•	•	•				•
Any Major			•						•	•	•				•
Primary Geographic Availability		★	★	★	□	□	★	★	□	□	□	★	□	★	

★ Nationwide

□ Field

PERSONNEL OFFICES ADDRESSES

FOR CAREER OPPORTUNITIES WITH SPECIFIC AGENCIES AND PROGRAMS IN THE WASHINGTON, DC METROPOLITAN AREA CONTACT:

Bureau of Labor Statistics
General Accounting Office Bldg.
441 G Street, NW Room 2827
Washington, DC 20212
(202) 523-1590

Occupational Safety and Health Administration
200 Constitution Ave., NW
Room N3308
Washington, DC 20210
(202) 523-8013

Employment Standards Administration
200 Constitution Ave., NW
Room S3316
Washington, DC 20210
(202) 523-7545

Employment and Training Administration
200 Constitution Ave., NW
Room S5214
Washington, DC 20210
(202) 535-8744

Office of the Solicitor
200 Constitution Ave., NW
Room N2431
Washington, DC 20210
(202) 523-5374(

Office of the Inspector General
200 Constitution Ave., NW
Room S5021
Washington, DC 20210
(202) 523-6162

National Capital Service Center *
200 Constitution Ave., NW
Room C5516
Washington, DC 20210
(202) 523-6677

Mine Safety and Health Administration
Ballston Towers #3
4015 Wilson Boulevard, Room 500
Arlington, VA 22203
(703) 235-1352

* Positions in Bureau of International Labor Affairs
Bureau of Labor-Management Relations and Cooperative Programs
Office of the Assistant Secretary for Administration and Management
Office of Labor-Management Standards
Office of the Secretary
Pension and Welfare Benefits Administration
Veteran's Employment and Training Service
Women's Bureau

**FOR CAREER OPPORTUNITIES IN DOL THROUGHOUT THE UNITED STATES,
CONTACT:**

Region I - Boston

(CT, ME, MA, NH, RI, VT)
Regional Personnel Office
U.S. Department of Labor
JFK Federal Building
Government Center
Boston, MA 02203
(617) 565-1990

Region II - New York

(NJ, NY, PR, VI)
Regional Personnel Office
U.S. Department of Labor
201 Varick Street, Room 813
New York, NY 10014
(212) 337-2221

Region III - Philadelphia

(DE, MD, PA, VA, WV)
Regional Personnel Office
U.S. Department of Labor
3535 Market Street, Room 14240
Philadelphia, PA 19104
(215) 596-5127

Region IV - Atlanta

(AL, FL, GA, KY, MS, NC, SC, TN)
Regional Personnel Office
U.S. Department of Labor
1371 Peachtree Street, NE, Rm 136
Atlanta, GA 30367
(404) 347-7692

Region V - Chicago

(IL, IN, MI, MN, OH, WI)
Regional Personnel Office
U.S. Department of Labor
Federal Office Bldg., Rm 1026
230 S. Dearborn Street
Chicago, IL 60604
(312) 353-8927

Region VI - Dallas

(AR, LA, NM, OK, TX)
Regional Personnel Office
U.S. Department of Labor
Federal Building, Room 739
525 Griffin Street
Dallas, TX 75202
(214) 767-6812

Region VII - Kansas City

(IA, KS, MO, NE)
Regional Personnel Office
U.S. Department of Labor
Federal Office Building
911 Walnut Street, Room 100
Kansas City, Missouri 64106
(816) 426-6171

Region VIII - Denver

(CO, MT, ND, SD, UT, WY)
Regional Personnel Office
U.S. Department of Labor
Federal Building, Room 1525
1961 Stout Street
Denver, CO 80294
(303) 844-2031

Region IX - San Francisco

(AZ, CA, HI, NV)
Regional Personnel Office
U.S. Department of Labor
71 Stevenson St., Suite 500
San Francisco, CA 94105
(415) 744-6680

Region X - Seattle

(AK, ID, OR, WA)
Regional Personnel Office
U.S. Department of Labor
1111 Third Avenue
Suite 815
Seattle, WA 98174
(206) 442-4172